

# **GOVERNMENT ARTS COLLEGE FOR WOMEN**

## **RAMANATHAPURAM, TAMIL NADU**

**Procedures and policies for maintaining and utilizing physical, academic and support facilities, laboratory, library, sports complex, computers, classrooms etc.,**

### **Class Rooms and Laboratory:**

- ✓ The grants received by the college from government are utilized for new construction, renovation and upkeep of all the infrastructure of the college. This is done by holding of regular meetings of various committees to ensure optimal allocation and utilization of the available financial recourses.
- ✓ Currently the seven undergraduate and two postgraduate courses have shortage of adequate space.
- ✓ A spacious laboratory for the newly started B. Sc., Chemistry course/ M. Sc., Computer Science and around eight classrooms are under construction.
- ✓ The construction and maintenance of buildings is carried out by the State Public Works Department [PWD] and the engineers and officials work in consultation with the college committee.
- ✓ The laboratories of the science and language departments are well maintained with good equipment's for the undergraduate and postgraduate.
- ✓ The consumable and non-consumable items for the laboratories are purchased by individual departments with the help of purchase committees/HOD after getting comparative statements of quotations from competitive suppliers.

### **Sports**

- ✓ Every academic year we are conducting NSS Camps and also various Sports programme such as Volley ball, Badminton, Handball, Throw ball, Kabaddi, Kho-Kho, etc., We provide a special coaching regarding sports experts to students by Physical Director (In-charge).

- ✓ All the payments to vendors are made through electronic clearance system [ECS] of banks. The items purchased are entered item wise in the respective stock registers of the departments and these are routinely checked by verification officers appointed both at the college level and also by the government.
- ✓ At the end of the academic year items from the laboratories which are unserviceable or condemned are auctioned off and the amount is credited to the state treasury.

### **Library**

- ✓ The library of the college has text books and also suitable furniture for students to do their reference and reading works. The library is also in possession of some very old and rare books and manuscripts. The general library maintains a register of each visitor staff or student. The Library has special facilities for visually challenged students. The annual purchase of books is done with the input given by the various departments. Some of the books are also turned to the respective departments and a departmental library is maintained, where a staff in-charge helps with safe keeping and issue of the books to students.
- ✓ Sports play an important role in the lives of many a student. The physical education department caters to the need of such students.

### **Computer Literacy Program (CLP)**

- ✓ To maintain computer literacy among the students, all the students whose major is not a computer science or computer applications have to study basics of computer and internet applications for a year.
- ✓ This Computer Literacy Program envisioned by the government helps the students hone in their computer skills.
- ✓ At the end of the study they have an examination and on successful completion of which the students are given a government recognized certificate.